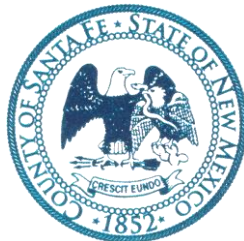


Daniel “Danny” Mayfield
Commissioner, District 1

Miguel M. Chavez
Commissioner, District 2

Robert A. Anaya
Commissioner, District 3



Kathleen Holian
Commissioner, District 4

Liz Stefanics
Commissioner, District 5

Katherine Miller
County Manager

September 12, 2014

SANTA FE COUNTY
RFP#2015-0058-CSD/MM
Mobile Crisis Response Team

ADDENDUM #1

Dear Proponents,

This addendum is issued to reflect the following immediately. It shall be the responsibility of interested Offerors to adhere to any changes or revisions to the RFP as identified in this Addendum No. 1. This documentation shall become permanent and made part of the departmental files.

ATTACHMENT: PRE-PROPOSAL CONFERENCE SIGN IN SHEET

On 09/04/14 Santa Fe County held a Pre-Proposal Conference for the above referenced Request for Proposals. Listed below are questions asked at the meeting and/or received via email.

Clarification #1 - In reference to page 20, **IV. Response Format and Organization Section C Proposal Format 1. Proposal Organization letter d)** *should read Response to Evaluation Factors.*

Clarification #2 - In reference to page 25 and 26, **VI. Evaluation of Proposals Section A. Evaluation Scoring** under **Preferences** the scoring should be as follows:

A valid N.M. Resident Contractor Certificate.....**5 points**

OR

A valid Resident Veteran Contractor

Certificate..... **7, 8 or 10 points**

AND

A valid Santa Fe County Business

Preference Certificate**5 points**

- Question# 1- What is claim based?
- Answer #1- *Claims based means that the reimbursement is based on a submission of a claim from a medical or health care provider.*
- Question #2- Please clarify the funding amount of \$350,000, is that a one-time start up amount?
- Answer #2- *The \$350,000 is meant to support one year of expenditure, but the contract will run for up to four years with renewal based allocation from the Commission.*
- Question #3- Is there a separate budget for the hotline services?
- Answer #3- *The funding available does not support hotline services.*
- Question #4- When do services start?
- Answer #4- *Startup services begin upon signature of the contract but full services for the crisis response services are not expected to begin until the service has been put into play.*
- Question #5- Since services will start later in the year will we still receive the full \$350,000 for services or only a partial amount?
- Answer #5- *Funding will be based on a request for reimbursement basis.*
- Question #6- How precisely will the contractor be paid – what is the exact process?
- Answer #6- *We are unsure about exactly how the billing process will work regarding the Health Care Assistance program. At this point the contractor should submit a full itemized, line item budget; and this will be discussed as part of any contract negotiation.*
- Question #7- Will the contractor be required to fill out a Health Care Assistance Program application for each individual served in order to be reimbursed?
- Answer#7- *We are unsure about exactly how the billing process will work regarding the Health Care Assistance program. At this point the contractor should submit a full itemized, line item budget; and this will be discussed as part of any contract negotiation.*

Question #8- At which point is the call/encounter with the individual in crisis should the demographic information be sought as to name, address, income, insurance coverage, etc.?

Answer# 8- *This is a question only the contractor can answer.*

Question #9- We are unsure about the statement that this funding opportunity is not “claims-based.”

Would it instead be based on the contractor expending 1/12th of the grant each month regardless of how many individuals were served that month – based on payment for service availability: staff expenses + travel for 24h/7d?

Can you please clarify this? Thank you.

Answer #9- *The billing process has not yet been determined at this time. At this point the contractor should submit a full itemized, line item budget; and this will be discussed as part of any contract negotiation.*

Please add this Addendum #1 to the original proposal documents and refer to proposal documents, hereto as such. This and all subsequent addenda will become part of any resulting contract documents and have effects as if original issued. All other unaffected sections will have their original interpretation and remain in full force and effect.

Responders are reminded that any questions or need for clarification must be addressed to Maricela Martinez, Senior Procurement Specialist at mcmartinez@santafecountnm.gov.